King Solomon High School – Verifying of candidates' identity for examinations – 2022/23

King Solomon High School operates a secure campus with security staff controlling the entry of all visitors to the site.

Internal candidates:

- Attendance by candidates are arranged in advance with seating plans and attendance registers pre-printed identifying them.
- Any student turning up for an exam who does not appear on the seating plan/attendance register will not be permitted to sit the exam until authorisation is approved by the exam staff.
- All students are required to carry their ID lanyards at all times.
- All internal students are required to take their lanyards into the exam rooms and place them on their desk at the start of each exam.
- Invigilators check the candidate's lanyards as they complete the exam attendance register at the start of each exam.
- If a student is without a lanyard or there is any concern with their identity, it is escalated to the exam staff and senior teachers are called to identify candidates in the exam room.
- If senior teachers are unable to confirm the identity of a candidate, the candidate's completed paper will be held back from submission to the examining board until/unless we are confident that the candidate is who they say they are.

External Candidates:

- King Solomon High School only accepts ex-students of the school (who are known to us) as external candidates.
- Attendance by external candidates are arranged in advance with seating plans and attendance registers pre-printed identifying them.
- Any ex-student turning up for an exam who does not appear on the seating plan/attendance register will not be permitted to sit the exam until authorisation is approved by the exam staff.
- All external candidates are told to bring in photo identification (e.g. passport or driving licence) when attending each exam.
- Security are told in advance of external candidates attending exams. Without prior notification, entry to the school is prevented.
- Any external student without photo ID will be escalated to the exam staff and senior teachers are called to identify them in the exam room.
- If senior teachers are unable to confirm the identity of an external candidate, the candidate's completed paper will be held back from submission to the examining board until/unless we are confident that the candidate is who they say they are.